



Notice of Change - Certificates of Filing -

Change as of May 19, 2014

The California Secretary of State will no longer issue a Certificate of Filing for a single business entity filing on the records of this office. To receive certification of a particular filing, you may request one of the following:

- A certified copy of that filing; or
- A Certificate of Filing of All Documents. The new Certificate of Filing of All Documents will include:
 - 1) The business entity's current name, Secretary of State file number, registration or conversion date in California, entity type, and jurisdiction (state, country or other place) of formation;
 - 2) In chronological order (i.e., oldest filing to newest filing), a list of **all** filings made for the business entity on the records of the Secretary of State, starting with the initial formation, registration or conversion filing. Each listed filing will include:
 - a. The document type of that filing (e.g., formation, registration, amendment, correction, merger, conversion, election to terminate, termination, statement of information, etc.);
 - b. The file date and the effective date of that filing; and
 - c. If the filing changed the name of the business entity, the prior name of the business entity; and
 - 3) A certification page, as the last page of the certificate, on which the Seal of California and the Secretary of State's signature will appear.

Note: The entity names or entity types in a merger or conversion filing, or any other details contained within a filing, will not be listed in the Certificate of Filing of All Documents. If you require such information, you may request a copy of that filing.

Ordering Information

For information about ordering a certified copy of a filing or a Certificate of Filing of All Documents, go to: www.sos.ca.gov/business/be/information-requests.htm.



**Secretary of State
Business Programs Division**

Business Entities - Records, P.O. Box 944260, Sacramento, CA 94244-2600

Business Entities Records - Information & Fees

Free Online Searches

- The California Business Search (kepler.sos.ca.gov) provides free online access to certain corporation, limited liability company, and limited partnership information, including the entity formation, registration, or conversion date, status, address, and name and address of the agent for service of process.
- The Publicly Traded Disclosure Search (www.ptsearch.sos.ca.gov) provides free online access to information contained in Corporate Disclosure Statements filed by publicly traded corporations.

Ordering Information

To order copies of documents, certificates, or status reports for a business entity, submit a completed Business Entities Records Order Form along with applicable fees:

- **By mail** to the Secretary of State, Certification and Records, P.O. Box 944260, Sacramento, CA 94244-2600. Please include a self-addressed envelope to facilitate processing.
- **In person** (drop off) to the Secretary of State, 1500 11th Street, 3rd Floor, Room 345, Sacramento, CA 95814 with an additional \$10 special handling fee per business entity. Requests delivered in person with a special handling fee are processed in priority over requests submitted by mail. If the completed order is to be returned by mail, please include a self-addressed envelope to facilitate processing.
- Checks should be made payable to the Secretary of State.
- Business entities records requests are processed only in the Secretary of State's Sacramento office.
- Email and/or online business entities records requests cannot be accepted at this time.
- For current processing times, go to www.sos.ca.gov/business/be/processing-times.htm.

Fees

- **Copy Fees**
 - Formations (articles) and registrations, amendments, mergers, dissolutions, cancellations, etc..... \$1.00 for the first page, \$0.50 for each additional page
 - Each individual Statement of Information (corporations and limited liability companies ONLY)..... \$1.00 for the first page, \$0.50 for each additional page
 - Certification of a copy..... \$5.00 in addition to copy feesIf the number of pages is unknown, you may send a check for \$30.00 per entity (refunds issued for overpayments exceeding \$5.00) or a blank check with "NOT TO EXCEED \$30.00" written below the amount payable line. If required fees exceed the amount provided, the request will be returned with a letter showing the amount due.
- **Certificate Fees**
 - Certificate of Status (good standing, suspended, cancelled, etc.)..... \$5.00 each
 - Certificate of Filing of All Documents \$5.00 per document listed
 - Certificate of No Record \$5.00 each
- **Other Fees**
 - Status Report \$4.00 per entity
A Status Report is a computer printout that includes the entity name, file number, status, jurisdiction, address(es), and, when applicable, name and address of the principal member/manager/officer, name and address of the agent for service of process, and type of business. Note: Status Reports cannot be certified, and are only provided for corporations, limited liability companies and limited partnerships.
 - Domestic Fax return of completed order (transmitted within the United States) \$5.00 per entity
 - International Fax return of completed order (transmitted outside the United States) \$10.00 per entity



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Business Programs Division

Business Entities - Records, P.O. Box 944260, Sacramento, CA 94244-2600

Business Entities Records - Order Form

This request is being processed for: (Please type or print legibly.)

Name: _____ Date: _____

Address: _____ Phone #: _____

City/State/Zip: _____ Attn: _____

If submitting in person (drop off only), **select return method:** ☐ Mail Back ☐ Pick Up

Entity Name: _____

CA Secretary of State Entity # (optional): _____

Entity Type: ☐ Corporation ☐ Limited Liability Company ☐ Limited Partnership
☐ General Partnership ☐ Limited Liability Partnership ☐ Other _____
(Specify other entity type)

Order Request: (Check the applicable box(es) and complete the quantity desired.

If requesting a copy, indicate if a plain (uncertified) or certified copy is requested.)

Quantity

- ☐ Copy of **all** documents ☐ plain ☐ certified [____]
- ☐ Copy of formation (e.g., articles) or registration filing only ☐ plain ☐ certified [____]
- ☐ Copy of **all** amendments only (includes restated articles, mergers, dissolutions, cancellations, etc.).. ☐ plain ☐ certified [____]
- ☐ Copy of last **complete** Statement of Information..... ☐ plain ☐ certified [____]
- ☐ Copy of last **no change** Statement of Information ☐ plain ☐ certified [____]
- ☐ Copy of **all** Statements of Information of record ☐ plain ☐ certified [____]
- ☐ Copy of _____ . ☐ plain ☐ certified [____]
- ☐ Certificate of Status (certifying to the status of the entity, e.g., active, suspended, cancelled, etc.) [____]
- ☐ Certificate of Filing of **All** Documents [____]
- ☐ Certificate of No Record..... [____]
- ☐ Status report (computer printout of status and agent for service of process – cannot be certified) [____]
- ☐ Fax return of completed order (Fax #: _____)

Secretary of State Use Only

Affix Cert & Seal _____	\$ _____
Making first page _____	\$ _____
Making additional pages _____	\$ _____
Statement of Information _____	\$ _____
Certificate of _____	\$ _____
Status Report _____	\$ _____
Fax _____	\$ _____
Special Handling Fee _____	\$ _____
Other _____	\$ _____
TOTAL AMOUNT DUE	\$ _____
TOTAL AMOUNT REC'D	\$ _____
REFUND AMOUNT	\$ _____
BALANCE DUE	\$ _____